



USER GUIDE

APPOINTMENT (CSD DEU)

The Client Services Division (CSD) uses the *Appointment* workflow to track activities performed during the Appointment process. Branch Human Resources Specialists (Branch HRS) must send the WiTS Appointment action to the Client Services Division, Delegated Examining Unit (CSD DEU) for selection review and approval. The Branch HRS must send the Appointment action to the CSD DEU before an Official Job Offer can be made when the selectee is found on a certificate from a DE announcement.

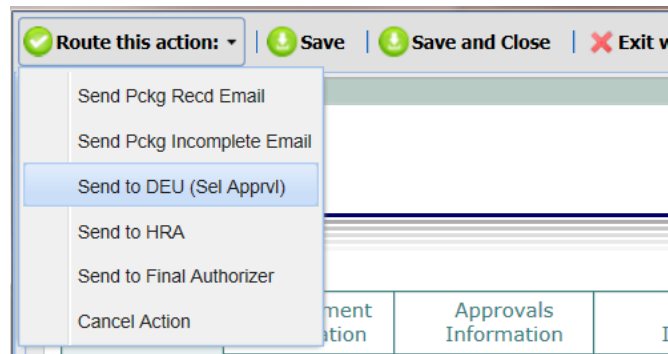
General information related to the action and specific information related to the selection of the appointee is entered by the Branch HRS on the Transaction Information, Appointment Information, Approvals Information, Pay Information, and Orientation Information tabs.

Receiving Appointment Actions from the CSD Branches

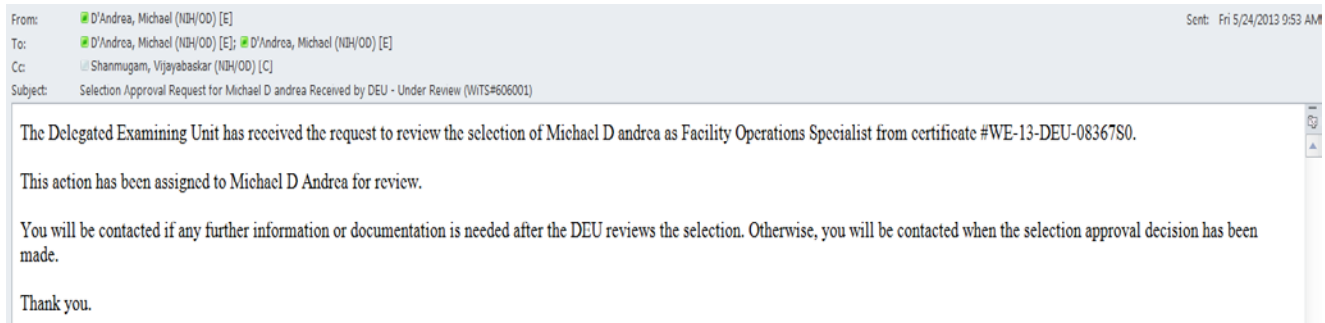
Before sending the action to the CSD DEU for approval, the Branch HRS selects the DEU Selection Approver (the individual who will approve/disapprove the selection) from the 'DEU Selection Approver' drop-down menu:

Transaction Information	Appointment Information	Approvals Information	Pay Information	Orientation Information	Final Processing/Authorization
<div>* Required Fields</div>					
Release Date Requested?: <input type="text"/>			Date Release Requested: <input type="text"/>		
Approved Release Date: <input type="text"/>			Date Pkg Sent for Additional Approval: <input type="text"/>		
FIC/DIS Approval Date: <input type="text"/>			Date Approval Decision Rec'd in HR: <input type="text"/>		
VISA/EAD Effective Date: <input type="text"/>			VISA/EAD Type: <input type="text"/>		
DEU Selection Approver: <input type="text" value="D Andrea, Michael"/>			VISA/EAD Expiration Date: <input type="text"/>		
DEU Selection Decision: <input type="text"/>			Add'l DEU Selection Info Needed(Limit 5000 characters): <input type="text"/>		
Date to DEU For Decision: <input type="text"/>					
Date of DEU Selection Decision: <input type="text"/>					
DEU Selection Decision Comments(Limit 5000 characters): <input type="text"/>					

The Branch HRS selects 'Send to DEU (Sel Apprvl)' from the routing menu to send the action to the CSD DEU:



WiTS sends an email to the Branch HRS and the DEU Selection Approver, notifying both parties that the CSD DEU has received a request to review a selection for approval.



The WiTS action is then sent to the DEU Worklist:

WITS #	Date Received in DEU	Action Type	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer	DEU Activity
<input type="checkbox"/> 750212	09/09/15 02:17:44 PM	Recruitment	Medical Records Administration Specialist (Supervisory)	GS	0669	13	CC	DDCC MRD				DE IR Audits Case
<input type="checkbox"/> 744791	08/27/15 01:39:13 PM	Recruitment	Health Scientist Administrator	GS	0601	14	NIAID	DEA ORTSP				DE IR Audits Case
<input type="checkbox"/> 744161	08/17/15 10:32:37 AM	Recruitment	Biologist (Bioinformatics)	GS	0401	14	NIEHS	DIR				DE IR Audits Case
<input type="checkbox"/> 742398	08/03/15 05:58:17 PM	Recruitment	Clinical Research Specialist	GS	0601	13	NIMH	DIRP ETPB SNTMD				DE IR Audits Case
<input type="checkbox"/> 740912	08/20/15 09:30:17 AM	Recruitment	Biologist (Animal)	GS	0401	09, 11, 12	NIAID	BCSS				DE IR Audits Case
<input type="checkbox"/> 739396	08/04/15 08:12:32 AM	Recruitment	Medical Instrument Technician (EKG)	GS	0649	06	CC	ODCC CCM				DE IR Audits Case
<input type="checkbox"/> 738506	07/24/15 03:02:59 PM	Recruitment	Biomedical Engineer	GS	0856	14	CC	OADRIS DDR				DE IR Audits Case

Open Selected Action... Monitor Selected Process... Forward to Another User... Export List to Excel...

Reviewing / Approving DE Selections

The DEU Selection Approver retrieves the WiTS action, reviews the selection, and completes the following fields (if applicable):

Transaction Information	Appointment Information	Approvals Information	Pay Information	Orientation Information	Final Processing/Authorization
Release Date Requested?: Yes ▾			Date Release Requested: 05/13/2013		
Approved Release Date: 06/01/2013			Date Pkg Sent for Additional Approval:		
FIC/DIS Approval Date:			Date Approval Decision Rec'd in HR:		
VISA/EAD Effective Date:			VISA/EAD Type: ▾		
DEU Selection Approver: Parker, Chris ▾			VISA/EAD Expiration Date:		
DEU Selection Decision: Approved ▾			Addtl DEU Selection Info Needed(Limit 5000 characters):		
Date to DEU For Decision: 05/24/2013 02:29 PM			Enter comments here if the action needs to be returned to the Branch HRS		
Date of DEU Selection Decision: 05/24/2013					
DEU Selection Decision Comments(Limit 5000 characters):			Enter comments here if the CSD DEU disapproved of the selection.		

DEU Selection Approver: The Branch HRS will select this field; however, the DEU Selection Approver can select another member of the CSD DEU if needed.

DEU Selection Decision: Indicate whether the selection is “Approved” or “Disapproved.”

Date to DEU for Decision: System-generated date, which is a time-stamp of when the WiTS action was sent to the CSD DEU by the Branch HRS. If the Branch HRS re-sends the action to the CSD DEU, WiTS will override the original date.

Date of DEU Selection Decision: Enter the date that the DEU’s final decision (“Approved” or “Disapproved”) was made.

DEU Selection Decision Comments: Enter any comments related to the disapproval of the selection. Note: Comments entered into this field will be pulled into the “Disapproved by DEU” email sent to the Branch HRS. Only enter comments in this field if the selection was not approved.

Addtl DEU Selection Info Needed: Enter any comments if the CSD DEU requires additional information from the Branch HRS to make an approval decision.

Note: Comments entered in this field will be pulled into the “Information Needed” email sent to the Branch HRS. Only enter comments in this field if the CSD DEU requires more information to make a selection decision.

Communication Points

“Information Needed” Email

If more information is needed from the Branch HRS before a selection decision can be made to approve or disapprove the selection, the DEU Selection Approver enters the required information in the ‘Addtl DEU Selection Info Needed’ text box:

DEU Selection Approver:	Parker, Chris	Add'l DEU Selection Info Needed(Limit 5000 characters): The selectee's transcripts are required before an approval can be made. Please provide transcripts.
DEU Selection Decision:		
Date to DEU For Decision:	05/24/2013 02:29 PM	
Date of DEU Selection Decision:		
DEU Selection Decision Comments(Limit 5000 characters):		

The DEU Selection Approver selects 'More Info Needed – Return to Branch' from the routing menu:

Route this action:
Save
Save and Close
Exit without saving

Sel Apprvd-Return to Branch
Sel Disprvd-Return to Branch
More Info Needed-Return to Branch

WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) advising them that more information is needed, pulls the text that was entered in the 'Addt'l DEU Selection Info Needed' text box, and sends the WiTS action back to the Branch HRS.

From: D'Andrea, Michael (NIH/OD) [E]
To: D'Andrea, Michael (NIH/OD) [E]
Cc: parkerc2@od.nih.gov
Subject: Selection Approval Request for John Goodman - Information Needed (WiTS#27778)

Your request for selection approval of John Goodman as Audiologist from certificate #Johnny-Cert has been reviewed by the Delegated Examining Unit.

The additional information listed below is needed before the DEU can render a decision:

The selectee's transcripts are required before an approval can be made. Please provide transcripts.

The WiTS action is now being returned to you. Feel free to contact Chris Parker with any questions you may have regarding what is needed.

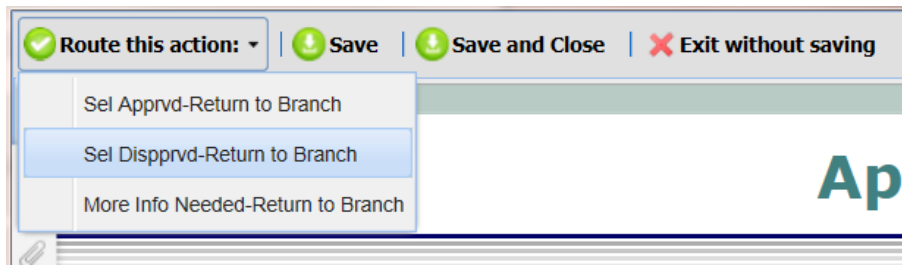
Thank you.

"Disapproved by DEU" Email

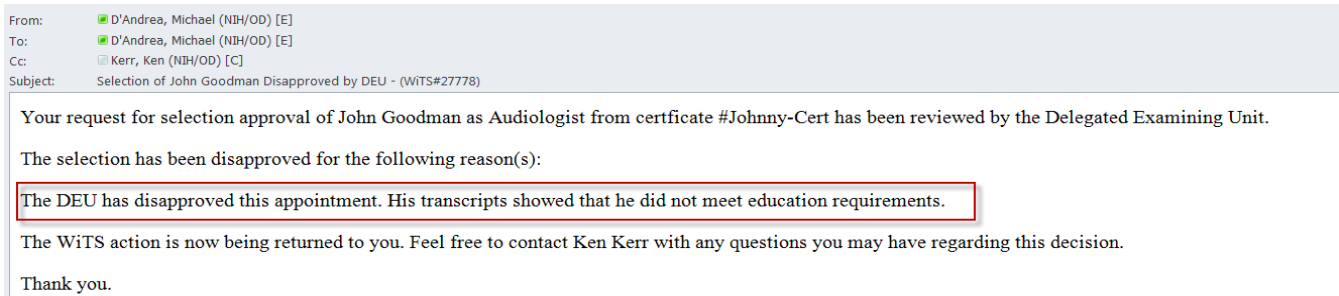
The DEU Selection Approver enters the reason for the disapproval of the selection in the 'DEU Selection Decision Comments' text box, selects "Disapproved" in the 'DEU Selection Decision' field, and enters the date of the disapproval decision in the 'Date of DEU Selection Decision' field.

DEU Selection Approver:	Kerr, Ken	Add'l DEU Selection Info Needed(Limit 5000 characters):
DEU Selection Decision:	Disapproved	
Date to DEU For Decision:	05/24/2013 02:42 PM	
Date of DEU Selection Decision:	05/30/2013	
DEU Selection Decision Comments(Limit 5000 characters):	The DEU has disapproved this appointment. His transcripts showed that he did not meet education requirements.	

The DEU Selection Approver selects 'Sel Disprvd – Return to Branch' from the routing menu:



WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) informing them of the disapproval, pulls the text that was entered in the 'DEU Selection Decision Comments' text box, and sends the WiTS action back to the Branch.

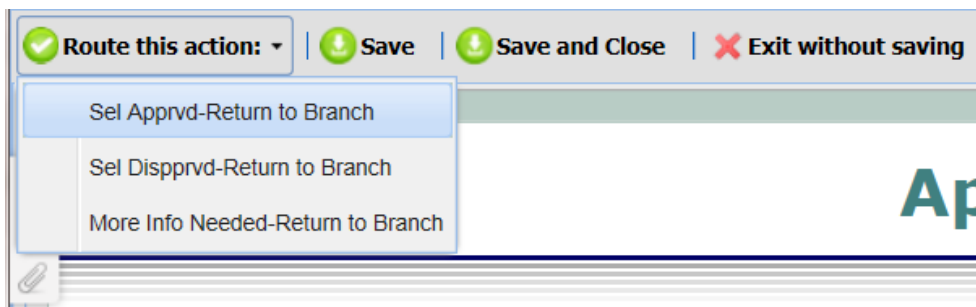


“Approved by DEU” Email

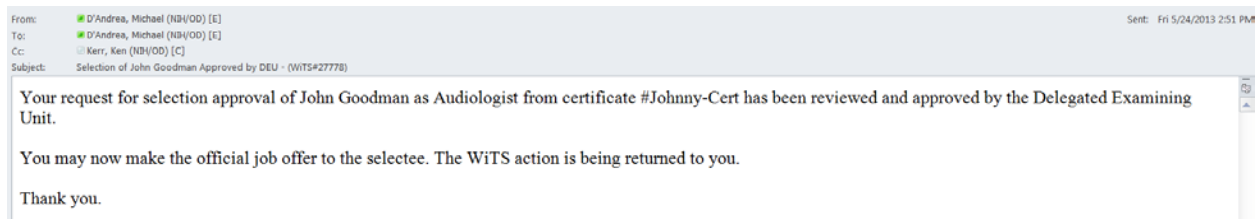
The DEU Selection Approver selects “Approved” in the 'DEU Selection Decision' field and enters the date of the approval decision in the 'Date of DEU Selection Decision' field.

DEU Selection Approver:	Kerr, Ken	Add'l DEU Selection Info Needed(Limit 5000 characters):
DEU Selection Decision:	Approved	
Date to DEU For Decision:	05/24/2013 02:47 PM	
Date of DEU Selection Decision:	05/30/2013	
DEU Selection Decision Comments (Limit 5000 characters):		

The DEU staff member selects 'Sel Apprvd – Return to Branch' from the routing menu:



WiTS will send an email to the Branch HRS (with a copy to the DEU Selection Approver) informing them of the approval and return the WiTS action back to the Branch HRS. This is a standard email that cannot be edited.



The Branch HRS will retrieve the WiTS action and make the Official Job Offer to the selectee.